

QUICKFILE

AFFORDABLE DOCUMENT STORAGE

FOR THE HOME OFFICE AND SMALL BUSINESS



DOCUMENT STORAGE

FROM \$0.99 PER BOX PER WEEK

1. Currently this service is only available to **new** TIMG customers in the Auckland region.
2. A one-off \$25.50 setup fee covers delivery, collection and lodgement of 1 x standard archive box [SAB].
3. If you require more boxes, these can be purchased from our customer services team.
4. We deliver archive boxes for you to fill, and collect them for lodgement and storage when you're ready.
5. Lodge and retrieve box[es] via our customer portal SAFE Records.
6. You can permanently retrieve your box[es] at any time. A small permanent retrieval fee applies.
7. We also offer document scanning and destruction options [see over page].

STORE

FROM \$0.99 A BOX



SCAN

FROM \$0.16 A PAGE



DESTROY

FROM \$17.50 A BOX



DOCUMENT SCANNING + STORAGE

From **\$0.16** per page**

- Scanning is \$0.16 per page, in addition to the setup and storage fee.
- We can scan your documents and provide these to you on an encrypted USB*
- We then move the boxes to secure storage. You can manage these via our secure online portal, SAFE Records.

*Encrypted USB comes at an extra cost

**A4 page size, one indexing field. A double-sided page equals two pages. For requirements outside this scope, please discuss with us



DOCUMENT SCANNING + DESTRUCTION

From **\$17.50** per box

- Destruction is \$17.50 per box, in addition to the setup and scanning fees.
- We can scan your documents and provide these to you on an encrypted USB*
- We then securely destroy your documents or files and send the paper for recycling.

*Encrypted USB comes at an extra cost

CONTACT US

To get in touch about the TIMG QuickFile service you can contact us via our website. Alternatively you can phone or email us to chat about your query. All the details you need are below

[TIMG.CO.NZ/QUICK-FILE/](https://timg.co.nz/quick-file/)

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